

BENJAMIN J. CAYETANO  
GOVERNOR

DIRECTOR'S OFFICE  
DEPT. OF  
TRANSPORTATION  
JUN 21 8 12 AM '99



RAYMOND H. SATO

COMPTROLLER

MARY PATRICIA WATERHOUSE  
DEPUTY COMPTROLLER

**STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES**

P. O. BOX 119  
HONOLULU, HAWAII 96810-0119

JUN 17 1999

COMPTROLLER'S MEMORANDUM NO. 1999-19

TO: Heads of Departments and Agencies  
ATTN: Payroll Offices  
SUBJECT: Payroll Submittal for Pay Period Ending July 15, 1999

Payroll procedures used in prior years to effect pay raises for State employees will once again be used for the 7/15/99 pay period. This is in conjunction with the 7/1/97 to 6/30/99 compensation adjustments which affect employees in bargaining units 01, 02, 03, 04, 09, 10, 13 and their excluded counterparts. Please note that retroactive pay for certain employees will be made according to the schedule released by DHRD. We will be issuing instructions at a later date.

Your departmental cooperation is being requested in assuring that the attached instructions are carefully followed. During the July 15<sup>th</sup> pay period, the Central Payroll staff must contend with auditing the payrolls against the HRMS/OFIS files and processing the normal pay cycle documents in order to pay approximately 60,000 State employees in a timely manner. Failure to submit the proper payroll document and/or adhere to the due dates will result in a "NO PAY" situation.

A handwritten signature in black ink, appearing to read "Raymond H. Sato".  
RAYMOND H. SATO  
State Comptroller

Attachments

## INSTRUCTIONS

### I. Turnaround Payroll Change Schedules dated June 30, 1999

DAGS Clerical Section will release the normal **"Turnaround Payroll Change Schedules"**, dated **June 30, 1999**, for the regular (salaried), hourly and fringe payrolls, to the departments on **Thursday, 6/24/99**. These payroll change schedules are to be retained by the departments and should not be submitted to Central Payroll.

### II. New Payroll Change Schedules dated July 15, 1999

DAGS Clerical Section will release the **"New Payroll Change Schedules"** dated **July 15, 1999**, for the regular (salaried), hourly, and fringe payrolls, to departments on **Thursday, 6/24/99**. These payroll change schedules must be submitted to Central Payroll to effect pay on July 20, 1999. Attachment A lists the due dates for submittal of the various payroll change schedules.

#### A. **"New Payroll Change Schedules - Regular (Salaried) Payroll Numbers"**

1. These payrolls will reflect the semi-monthly rates that were computer-updated from the HRMS/OFIS files. If the **"Salaried"** amount was computer-updated, asterisks (\*\*\*) will appear in the **"Remarks"** column of the **"New Payroll Change Schedule"**.
2. These payrolls must be reviewed, updated and submitted to Central Payroll by the scheduled due date. Explanations must be noted thereon if any changes, deletions, or additions are made.
3. These payrolls must have an approved HRMS/OFIS action to support each payment amount listed on the payroll change schedule.

#### B. **"New Payroll Change Schedules - Hourly Payroll Numbers"**

1. These payrolls must be reviewed, updated, and submitted to Central Payroll by the scheduled due date.
2. These payrolls must have an approved HRMS/OFIS action to support each payment rate listed on the payroll change schedule.

C. **"New Payroll Change Schedules - Fringe/Casual"**

These payrolls must be reviewed, updated and submitted to Central Payroll by the scheduled due date.

D. **"Payroll Change Schedules - Supplemental"**

These payrolls are manually prepared by departmental payroll offices to report late additions to payments shown on the regular, hourly, or fringe payrolls.

**Employees listed on these payrolls must have an "approved" HRMS/OFIS action.** This procedure is a **last-minute** exception type effort to pay an employee on pay day. Refer to the scheduled due date when submitting this type of change schedule.

If there are any questions on the instructions described herein, please contact the DAGS Central Payroll Pre-Audit staff.

**Attachment A**

**Payroll Deadlines for 7/15/99 Payroll Period**

<u>Payroll Change Schedule</u>	<u>Time</u>	<u>Date</u>
Regular (Salaried)	8:00 a.m.	07/02/99
Hourly	8:00 a.m.	07/07/99
Fringe	8:00 a.m.	07/07/99
Casual (DOE/UH only)	12:00 noon	07/07/99
Supplemental	8:00 a.m.	07/07/99